



Interviewing and Selecting Employees 2022-2023 Upcoming Classes

Course Description: Interviewing and Selecting Employees is designed to provide interview panel members and hiring managers with the tools necessary to navigate through the interviewing and selection process. All classes are held virtually in Microsoft Teams Meetings.

Audience: Members of interview panels and hiring managers

Time Frame: This course must be completed prior to participating on a rating or interview panel or acting as a hiring manager.

Enrollment Instructions:

- Online enrollment available via Oracle Employee Self-Service [AccessMCGePortal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- Registration closes 24-hours in advance of the class. An Outlook email with a MS Teams Meeting link to join the class will be sent to participants prior to the class.

Date	Time	Training Delivery Method
May 24, 2022	9 a.m. – noon	MS Teams Virtual Meeting
June 14, 2022	1 – 4 p.m.	MS Teams Virtual Meeting
July 19, 2022	9 a.m. – noon	MS Teams Virtual Meeting
August 24, 2022	1 – 4 p.m.	MS Teams Virtual Meeting
September 20, 2022	9 a.m. – noon	MS Teams Virtual Meeting
October 26, 2022	1 – 4 p.m.	MS Teams Virtual Meeting
November 8, 2022	9 a.m. – noon	MS Teams Virtual Meeting
December 14, 2022	1 – 4 p.m.	MS Teams Virtual Meeting
January 17, 2023	9 a.m. – noon	MS Teams Virtual Meeting
February 15, 2023	1 – 4 p.m.	MS Teams Virtual Meeting

March 21, 2023	9 a.m. – noon	MS Teams Virtual Meeting
April 19, 2023	1 – 4 p.m.	MS Teams Virtual Meeting
May 23, 2023	9 a.m. – noon	MS Teams Virtual Meeting
June 14, 2023	1 – 4 p.m.	MS Teams Virtual Meeting

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.